



## United States Sentencing Commission

### Vacancy Announcement

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<b>POSITION:</b>	<b>SENIOR DATABASE ADMINISTRATOR (DBA)</b> <b>(Full-time, permanent)</b>
<b>ANNOUNCEMENT:</b>	<b>#08-05</b>
<b>SALARY RANGE:</b>	<b>Salary From \$110,363.00, Depending on Experience and Qualifications</b>
<b>OPENING DATE:</b>	<b>Thursday, December 20, 2007</b>
<b>CLOSING DATE:</b>	<b>Open Until Filled (first cut-off date January 31, 2008)</b>
<b>AREA OF CONSIDERATION:</b>	<b>All Qualified Sources– Ideal Candidates will have programming experience and a minimum of 5 years of experience as a DBA</b>
<b>ORGANIZATION LOCATION:</b>	<b>United States Sentencing Commission, Washington, D.C.</b>

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The U.S. Sentencing Commission is an independent federal agency in the Judicial Branch of government consisting of seven members appointed by the President and confirmed by the Senate and two non-voting *ex-officio* members. The agency staff consists of approximately 100 employees. The Commission develops and revises guidelines for federal district court judges to consider in sentencing offenders convicted of federal crimes. The Commission monitors and evaluates the use of the guidelines, conducts research and education programs on guideline application and sentencing matters generally, and recommends improvements in federal sentencing practices. Additional information about the Commission can be accessed via the Commission's website at <http://www.ussc.gov>.

#### **BENEFITS AND CONDITIONS OF EMPLOYMENT**

The Federal Employees Health Benefits (FEHB) program, the Federal Employees Dental and Vision Insurance Program (FEDVIP), the Federal Employees Group Life Insurance (FGLI) program, the Judiciary or government-wide Flexible Spending Benefit Programs for Dependent Care, Health Care, and Commuter Reimbursement, the Judiciary or government-wide Long Term Care Insurance Programs, retirement, the Thrift Savings Plan, and the federal leave program. The Commission also offers a monthly transit subsidy to employees who use mass transit to commute to and from work. Unemployment and Workers' Compensation benefits are applicable.

This position is in the **excepted** service and does not carry the tenure rights of positions in the competitive Civil Service. All new Commission employees, those converted from a temporary appointment to a permanent appointment, and all rehired former Commission employees are required to serve a one year probationary period. The probationary period begins on the effective date of the employee's appointment, conversion, or rehire. Employment is contingent upon a favorable FBI criminal background check, and requires fingerprinting.

#### **DUTIES AND RESPONSIBILITIES**

The senior database administrator (DBA) is responsible for the complete database administration services to configure and maintain large Oracle environments. Architecture services include capacity planning and designing solutions to meet high availability, scalability, and disaster recovery requirements. The senior DBA provides ongoing system support and general services to include: (1) tuning and monitoring system and network traffic daily to ensure the even flow of information using system logging and other available tools, (2) working with information technology staff on backups and server issues, (3) managing system users and roles—both internal and external, (4) recommending and implementing new ideas and technology to improve the system, (5) resolving database and

program issues, ranging from minor to catastrophic, (6) keeping documentation on all system functions and changes, (7) performing database administration and ongoing systems support of: (a) the Oracle case processing database, (b) redundant systems, (c) the case file document archiving system, and (d) other Oracle databases for the Freebalance accounting system and miscellaneous administrative Commission database programs, (9) modifying screens, reports and databases as data collection requirements change or are modified, (10) creating new reports as required, (11) working with federal district courts to facilitate pushing data and documents using web services, and (12) providing ongoing tuning and maintenance of the Oracle Content Management Software Development Kit (CMSDK) and the associated databases.

The senior DBA also provides specific on-going support that includes: (1) implementing changes to the Federal Sentencing Guidelines Manual lookup table and calculations which affect the data collection process, (2) improving the incomplete case process to provide better functionality, (3) making changes to the quality control function as the process is redefined, (4) implementing changes to the data extraction process (creation of comma delimited files to be used in SAS, the statistical analysis program) as required, (5) rewriting and formatting the criminal history screen according to the guideline year, (6) modifying the guideline rule feature to allow for the addition of sub-level rules, (7) expanding the model of receiving documents in one district to other districts, (8) incorporating search and CRUD (create read update delete) operations created for the web service, into the Commission application, to make the two parts modular and work off the same codebase, (9) supporting new districts as they come on line for electronic submission, and (10) working with district offices to resolve transmission issues.

## **MANDATORY QUALIFICATION REQUIREMENTS**

Applicants must have an undergraduate degree from an accredited university or college in information technology or a related field of study. Applicants must have programming experience and a minimum of 5 years of experience as a database administrator.

## **TECHNICAL SKILL REQUIREMENTS**

Applicants should have expert knowledge in the following:

- (1) Oracle 10G database, Oracle 10.1.2 and 10.1.3 Application server, Oracle Content Management Software Development Kit (CMSDK), Oracle Data Guard, Oracle Identity Management (OID), and Oracle Single Signon (SSO).
- (2) SUSE Linux 9 and 10.
- (3) Web based interfaces using HTML/XHTML/DHTML, AJAC (Async Javascript and XML), Java, JSP, Toad, PL-SQL stored procedures, Packages, Triggers, WSDL (Web Services), Struts Framework, and Jspell.
- (4) Software version control (CVS-concurrent versioning system), Jprobe (memory leaks), Jdeveloper (IDE- Integrated Development Environment) Oracle Forms, Oracle Reports, and SQL Loader.
- (5) Encryption.
- (6) Linux shell scripts and crons to manage server, files, and send mail.
- (7) Application Server Supports (J2EE v1.3 and JDK V 1.4.2).

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)**

In order to be considered for this position, applicants must address in a separate narrative statement, the mandatory qualification requirements, technical skill requirements, and the following KSAs:

- (1) Experience which encompasses installing, upgrading, and supporting Oracle database software and the associated Oracle Technology stack in a multi-tier environment including: database server, applications server, web server, reports server, forms server, admin server, and discoverer server environment. Must have Oracle DBA experience with configuration, load balancing, backup/recovery, sizing and space management, PL/SQL tuning, diagnostics, and proficiency with the use of Oracle's Enterprise Manager tool.
- (2) Demonstrated ability to understand complex rules and regulations to develop and maintain data collection programs for collection and manipulation of data based on applying rules and regulations.
- (3) The ability to achieve results, particularly the ability to obtain and analyze data, present facts, and make recommendations.
- (4) Ability to effectively manage resources. Ability to manage competing priorities and work requirements by continuously evaluating the needs of the organization's mission against ongoing work.
- (5) Ability to work well with others and maintain effective working relationships with agency staff at all levels.

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**HOW TO APPLY:** To be considered, applicants must submit: (1) a resume, (2) a cover letter, and (3) a separate narrative statement that addresses the mandatory qualification requirements, required technical skills, and the knowledge, skills, and abilities (KSAs). Submit application materials to:

**United States Sentencing Commission  
Office of Human Resources  
ATTN: Announcement Number #08-05  
One Columbus Circle, NE  
South Lobby, Suite 2-500  
Washington, DC 20002-8002**

Applications may be E-mailed (WordPerfect 7.0–13.0 or MSWord 2000–XP only) to [Vacancy1@ussc.gov](mailto:Vacancy1@ussc.gov). **Applicants who submit applications or resumes via E-mail must specify the vacancy announcement number in the subject line of their E-mail.** The Commission does not accept application materials by facsimile. All applications must be received in the Human Resources Office by mail or electronic mail by **CLOSE OF BUSINESS (5:00 P.M.) on the closing date**. For additional information or a copy of this vacancy announcement, please visit our Internet web site - [HTTP://www.ussc.gov](http://www.ussc.gov). **Application and enclosure(s) will not be returned.** Applicants must be a U.S. citizen or eligible to work in the United States as mandated by the Immigration Reform and Control Act of 1986. Employees are required to participate in electronic fund transfer, mandated by the Federal Compensation Act.

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**AN EQUAL OPPORTUNITY EMPLOYER**